

CITY OF BAINBRIDGE ISLAND

PRELIMINARY SHORT SUBDIVISION APPLICATIONFORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.

PENCIL WILL NOT BE ACCEPTED.



DATE STAMP FOR CITY USE ONLY	<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;"> <u>TO BE FILLED OUT BY APPLICANT</u> </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> PROJECT NAME (if any): </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> TAX ASSESSOR'S NUMBER(S): </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> PROJECT STREET ADDRESS OR ACCESS STREET: </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> ENVIRONMENTAL CHECKLIST SUBMITTED : <input type="checkbox"/> YES <input type="checkbox"/> NO </div> <div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;"> <u>FOR CITY USE ONLY</u> </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> FILE NUMBER: </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> PROJECT NUMBER: </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> DATE RECEIVED: </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> APPLICATION FEE: </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> TREASURER'S RECEIPT NUMBER: </div>
SUBMITTAL REQUIREMENTS	
APPLICATION	<i>One original (which must contain an original signature) and six copies</i> must be provided. Whenever possible, originals must be <i>signed in blue</i> . Please identify the original document.
SUPPORTING DOCUMENTS	<i>One original (which must contain an original signature)</i> , where applicable, and <i>six copies</i> (if an original is not applicable, <i>seven copies</i> must be provided).
FULL-SIZE DRAWINGS	<i>Seven copies</i> of the required drawings must be provided. Drawings <i>must be folded</i> and <i>must be 18" x 24"</i> in size. <i>No construction drawings or other sized drawings</i> will be accepted unless specifically requested.
REDUCED DRAWINGS	<i>Two copies</i> of the drawings reduced to 11" x 17" must be provided.
SUBMITTING APPLICATIONS	Applications <i>must be submitted in person</i> by either the owner or the owner's designated agent. Should an agent submit the application, a <i>notarized Owner/Agent Agreement</i> must accompany the application.
FEES	Call the City of Bainbridge Island for application amount
ATTACHED SUBMITTAL CHECKLIST	Please refer to attached Submittal Checklist for further information. Note: when submitting this application, please do not copy or include the Submittal Checklist sheets attached to the back of this application.
APPLICATIONS WILL NOT BE ACCEPTED unless these basic requirements are met and the submittal packet is deemed counter complete.	

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
 280 Madison Avenue North • Bainbridge Island, WA • 98110-1812
 Phone: (206) 842-2552 • Fax: (206) 780-0955 • E-mail: pcd@bainbridgewa.gov
 Website: www.ci.bainbridge-isl.wa.us

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A. GENERAL INFORMATION

1. Name of property owner: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

Name of property owner: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

Name of property owner: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

If the owner(s) of record as shown by the county assessor's office is (are) not the agent, the owner's (owners') signed and notarized authorization(s) must accompany this application.

2. Applicant/agent: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

3. Name of land surveyor: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

4. Planning department personnel familiar with site: _____

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5. Description of proposal:

6. General location of site:

7. Please give the following existing parcel information:

Assessor's Parcel Number	Parcel Owner	*Lot Area
Use additional sheet if necessary		Total of all parcels:

** As defined in Bainbridge Island Municipal Code 18.12.050*

8. Your proposal is best described as:

- ☐ commercial, industrial or multi-family subdivision; or
- ☐ single family subdivision: ☐ clustering or ☐ open space (%)
- ☐ dividing one or more parcels into five-acre lots;
- ☐ dividing one parcel into no more than four lots;
- ☐ dividing two or more parcels into no more than nine lots (additional 15% open space).

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9. Legal description (or attach): _____

10. Current comprehensive plan, zoning and shoreline designations and use of subject parcel(s):

Lot Number	Comp Plan Designation	Zoning Designation	Shoreline Designation	Current Use
Lot				
Lot				
Lot				
Lot				

11. Current comprehensive plan, zoning and shoreline designations and use of adjacent properties:

Property	Comp Plan Designation	Zoning Designation	Shoreline Designation	Current Use
North				
South				
East				
West				

12. Does the site contain an environmentally sensitive area as defined in Critical Areas Ordinance (*Bainbridge Island Municipal Code Chapter 16.20*)?

☐ yes ☐ no ☐ unknown

If yes, check as appropriate:

<input type="checkbox"/> wetland*	<input type="checkbox"/> geologically hazardous area**
<input type="checkbox"/> wetland buffer*	<input type="checkbox"/> zone of influence**
<input type="checkbox"/> stream*	<input type="checkbox"/> slope buffer**
<input type="checkbox"/> stream buffer*	<input type="checkbox"/> fish and wildlife habitat area

* If your site includes a wetland or wetland buffer, a wetland report is required with your application.

** If your site includes a geologically hazardous area or is within the zone of influence as defined in *Bainbridge Island Municipal Code 16.20*, a geotechnical report is required with your application.

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13. Is construction planned within 200 feet of ordinary high water (usually where shoreline vegetation changes from salt tolerant to upland plants)? ☐ yes ☐ no ☐ unknown

14. Are there underlying/overlying agreements on the property? ☐ yes ☐ no ☐ unknown

If yes, check as appropriate and provide a copy of the decision document:

☐ CUP Conditional Use Permit

☐ MPD Master Planned Development

☐ PUD Planned Unit Development

☐ REZ Contract Rezone

☐ RUE Reasonable Use Exception

☐ SPR Site Plan Review

☐ SPT Short Plat

☐ SSDP Shoreline Permit

☐ SUB Prior Subdivision

☐ VAR Zoning Variance

☐ Other: _____

Under which jurisdiction was the approval given?

☐ City of Bainbridge Island ☐ Kitsap County

Approval date: _____

15. Is there any other information which is pertinent to this project? ☐ yes ☐ no

If yes, please explain: _____

B. TECHNICAL INFORMATION

1. Name of water purveyor: _____

If a private well, what class? _____

2. Type of sewage disposal: ☐ on-site septic ☐ off-site septic ☐ sewer

Sewer district: ☐ City of Bainbridge Island ☐ Sewer District 7

3. General description of the existing terrain: _____

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4. Soil survey classification: _____

5. Flood plain designation: ☐X ☐AE

6. Access (street functional road classifications):

Street Type	Required ROW Width	Street Name	Existing ROW Width
primary arterial	150 feet	Highway 305	
secondary arterial	60 feet		
collector	50 feet		
residential urban	40 feet		
residential suburban	30 feet		
private	20 - 30 feet		

7. Sidewalks are adjacent to the parcel: ☐ yes ☐ no

If yes, existing sidewalks are _____ feet wide.

Sidewalk installation is proposed as part of the development project: ☐ yes ☐ no

Proposed sidewalks: ☐ adjacent to the parcel and are to be _____ feet wide.

☐ internal to the proposal and are to be _____ feet wide.

8. Will the completed project result in 800 or more square feet of impervious surface (building footprint + driveways + parking)? ☐ yes ☐ no ☐ unknown

9. Will the project result in clearing more than six significant trees or 2,500 square feet of ground? ☐ yes ☐ no ☐ unknown

10. Do storm water systems exist on the site? ☐ yes ☐ no ☐ unknown

If yes, were they constructed after 1982? ☐ yes ☐ no ☐ unknown

If yes, what type of storm water system exists on the site?

☐ infiltration ☐ open ditching ☐ closed conveyance ☐ detention

11. Will the completed project result in excavating of or filling in:
☐ less than 50 cubic yards. ☐ more than 50 cubic yards but less than 100 cubic yards. ☐ more than 100 cubic yards.

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**C. Subdivision Information:**

1. Does the proposal meet the minimum lot size for septic? ☐yes ☐no ☐don't know ☐N/A

Minimum lot sizes required by Health District: _____ SF to _____ SF

2. Are any restrictive covenants proposed? (If yes, please attach.) ☐yes ☐no

3. Any additional easements/restrictions regarding adjacent land that should be noted? ☐yes ☐no
If yes, please describe: _____

4. Maximum lot coverage of proposed parcels:

Lot A	%	SF	Lot D	%	SF	Lot G	%	SF	
Lot B	%	SF	Lot E	%	SF	Lot H	%	SF	
Lot C	%	SF	Lot F	%	SF	Lot I	%	SF	
Lot coverage to be calculated at time of final plat.				Total maximum lot coverage:					SF

5. Open space (See Section 17.12.030 of the Bainbridge Island Municipal Code)

Percentage of lot provided as open space: _____ %

Required open space is contained within (check one): ☐separate parcel(s) ☐proposed lots

Type of open space (check one): ☐Public ☐Common Ownership ☐Private

Open space feature (check as appropriate): ☐Critical Areas and their buffers (as defined in BIMC 16.20) ☐Areas contiguous with critical areas and their buffers ☐Wildlife corridors

☐Trails and greenways ☐Shoreline view areas ☐Native forests and significant trees ☐Mature vegetation on ridgelines ☐Pastures, meadows, orchards, and farmland

☐Other

I hereby certify that I have read this application and know the same to be true and correct.

*Signature of owner or authorized agent

Date

Please Print Name

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*Signature of owner or authorized agent

Date

Please Print Name

**If signatory is not the owner of record, the attached "Owner/Agent Agreement" must be signed and notarized.*

SUBMITTAL DOCUMENTS

Proposals for short plats, subdivisions and large lot subdivisions require a preapplication conference. Conferences may be applied for by property owners or other authorized agents. Conference applications must be submitted in person at the City of Bainbridge Island Department of Planning and Community Development. A complete application shall include the items listed below (unless waived in writing by the director or project manager):

- ☐ A completed application form provided by the city containing the original signatures of all property owners;
- ☐ A notarized Owner/Applicant agreement signed by all owners in the event the owners designate an agent to act in their stead;
- ☐ One original and six (6) copies of the application and all supporting documentation (should an original supporting document not be available, please provide seven (7) copies of said document);
- ☐ Seven copies of the site plan (overlays of the base map) as defined in the *Bainbridge Island Administrative Manual*. Drawings must be folded, must be 18" x 24" in size with a minimum scale of 1" = 100'). No construction drawings or other sized drawings will be accepted unless specifically requested by the planner;
- ☐ Two copies of reduced drawings, 11" x 17";
- ☐ Vicinity map showing the proposed project site and major city streets (map shall, at a minimum, cover the section in which the project is located);
- ☐ 90% utility site plan;
- ☐ An application fee in the amount of specified by the fee schedule, check made payable to the City of Bainbridge Island;
- ☐ An application fee in the amount specified by the Kitsap County Health District, check made payable to the Kitsap County Health District.

INFORMATION TO BE ON DRAWINGS

A. IDENTIFICATION INFORMATION (to be included on each page of each drawing):

- ☐ Name of proposed project;
- ☐ Name, address, phone and fax numbers and e-mail address of whomever prepared the drawing;
- ☐ Date of drawing preparation;
- ☐ North arrow;
- ☐ Graphic scale (minimum scale: 1" = 100');
- ☐ Quarter section, section, township and range of the proposed project; and
- ☐ Page numbers and total number of pages.

B. BASE MAP DRAWING CONTENT

Please provide the following information on one or more sheets:

- ☐ Name, address, phone and fax numbers and e-mail address of property owner and applicant;
- ☐ Assessor's account number(s) of parcel(s) included within the proposed project;
- ☐ Legal description of the property included within the proposed project;
- ☐ Total area of the proposed project;
- ☐ Zoning and comprehensive plan designation(s) of parcels included within the proposed project;
- ☐ Proposed home site areas and/or lots;
- ☐ If the project is a replat of an existing subdivision, the original plat shown in dashed or faded lines along with its relationship to the proposed project;
- ☐ Contours at a maximum interval of five feet;
- ☐ Location of all existing structures, wells (including well protection areas) and other improvements located on the subject property or within 150 feet of the subject property;
- ☐ Location, name and width of all existing and proposed streets, roads, bicycle paths or lanes, trails, easements, greenways, and/or open spaces located on the subject property or within 150 feet of the project;
- ☐ Existing land use(s) on the subject property or within 150 feet of the subject property;
- ☐ All streams, wetlands, shorelines, drainage ways or critical areas and any associated buffer(s) located on or within 150 feet of the proposed project;
- ☐ If within 200 feet of the shoreline, ordinary high water mark;
- ☐ Type of vegetation (i.e.: wooded, meadow, cleared, wetland, etc.) on or within 150 feet of the subject property;
- ☐ Location of all slopes steeper than 15% showing top and toe and percentage of slope;
- ☐ FEMA Flood Insurance Rate Map designation of the property included within the proposed project;
- ☐ Location and area of proposed open space (if applicable);

- ☐ Open space areas designated as separate tracts or portions of lots (if applicable);
- ☐ Location of existing and proposed individual or community water supply and septic systems on the subject property or within 150 feet of the subject property;
- ☐ Proposed means of providing water service and sanitary sewer service;
- ☐ Schematic plan of proposed utilities, if any;
- ☐ Areas of identified historical importance located on the project site or within 150 feet of the subject property (such as structures listed on the National Registry for Historic Places or places on the 1987 Bainbridge Island Historic Survey);
- ☐ Proposed means of meeting the requirements of the city's storm drainage ordinance;
- ☐ Proposed means of meeting the city's fire protection ordinance; and
- ☐ If phasing of the project is proposed, show the proposed phase boundaries.

Owner/Agent Agreement

The undersigned is (are) the owner(s) of record of the property identified by the Kitsap County Assessor's account number _____, located at _____, Bainbridge Island, Washington. The undersigned hereby gives (give) consent and approval to

to act on his/her (their) behalf as his/her (their) agent to proceed with an application for (please check all items that apply):

☐ preapplication conference

☐ planning permits

☐ construction permits (i.e. building, water/sewer availability, right-of-way, etc)

on the property referenced herein. This agreement authorizes the agent to act on the owner's behalf for the above checked applications through (date or specific phase) _____.

OWNER OF RECORD

DATE

OWNER OF RECORD

DATE

STATE OF WASHINGTON)
) SS.
COUNTY OF KITSAP)

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared:

_____ to me known as the individual(s) described in and who executed the foregoing instrument, and acknowledged to me that he/she/they signed and sealed the said instrument, as his/her/their free and voluntary act and deed for the uses and purposes therein mentioned, and on oath stated that he/she/they was (were) authorized to execute said instrument.

WITNESS MY HAND AND OFFICIAL SEAL, hereto affixed the day and year in this certificate above written.

Notary Public in and for the State of Washington

Residing at _____

My appointment expires: _____